

**DELAWARE DEPARTMENT OF JUSTICE
CASUAL/SEASONAL JOB OPENING**

Updated

Opening Date: June 19, 2019 Closing Date: Open Until Filled

**PARALEGAL
Fraud & Consumer Protection Division
Consumer Protection Unit
New Castle County**

This is a Casual/Seasonal position (37.5 hours per week) without benefits. Pay will be commensurate with experience. There is an immediate need to fill this position.

Description of Duties: The Delaware Department of Justice is seeking a casual/seasonal Paralegal to serve as the primary support for the newly created Communities Assistance Office in the Consumer Protection Unit, Fraud & Consumer Protection Division. This Paralegal will support the Manufactured Housing Ombudsperson and the Common Interest Community Ombudsperson to ensure the timely and efficient administration of the Communities Assistance Office. The Paralegal will be expected to draft correspondence, field phone calls, answer emails, maintain calendars, conduct legal research, organize many documents, and otherwise support the Office as requested. The Paralegal should possess familiarity with civil procedure and have a working knowledge of Microsoft Office Suite, Justware (or other case management program), Westlaw, a PDF management program, and Relativity (or other document review platform). An ideal candidate will also possess strong written and communication skills with the ability to communicate clearly with various stakeholders, opposing parties, and members of the bar and the general public. This paralegal will be expected to organize and support outreach events. The position is based in New Castle County but will have responsibilities statewide. Willingness and ability to travel throughout the state on a regular basis is required. The Paralegal will work 37.5 hours per week, some of which may be outside normal business hours.

Successful candidates will be detail-oriented, well-organized, possess strong writing skills, be eager to learn, and possess a paralegal degree or professional certification. This paralegal will have a significant amount of interaction with the public and should possess substantial interpersonal skills.

Minimum Qualifications:

No less than five (5) years of employment with the Department of Justice in a similar capacity **AND** a paralegal certificate from an ABA-approved, non-ABA approved or Department-sponsored program, **OR**

An Associate's degree in Paralegal Studies from an ABA-approved program, **OR**

A Bachelor's degree **AND** a paralegal certificate from an ABA-approved or Department-sponsored program **OR**

A Bachelor's degree in Paralegal Studies from an ABA-approved program **OR**

A Bachelor's degree **AND** one year of law school

- **Internal Delaware Department of Justice Applicants:** Please submit an updated Resume or summary of work experience to the Director of Human Resources.
- **External Applicants:** In order to be considered for this position, external applicants must submit Resume and the Delaware Department of Justice Application (please see link): <http://attorneygeneral.delaware.gov/executive/hr/job-application/>
- **OR** external applicants can mail Resume and the Delaware Department of Justice Application to: Delaware Department of Justice, Human Resources, 820 N. French Street, 6th Floor, Wilmington, DE 19801, OR E-mail to: DOJHR@delaware.gov OR Fax to: 302-577-5866. EOE.